

  
**Clare College Graduate Society Constitution**

**1. Name:**

1.1. The name of the Society shall be “The Clare College Graduate Society”, informally called the Clare College Middle Combination Room Society or MCR, hereafter referred to as “the MCR Society”.

**2. Functions of the MCR Society:**

2.1. The functions of the MCR Society shall be:

2.1.1. To organise and provide social and recreational facilities and activities for its members in an inclusive and democratic manner;

2.1.2. To provide observers or representatives to attend the meetings of any Clare College or University body, the constitution of which allows representation or attendance by graduate students, provided that this is judged to protect the interests and promote the general welfare of the members of the MCR Society.

**3. Membership:**

3.1. Membership of the MCR Society shall consist of full members and associate members. The rights and privileges of full members and associate members shall be as described in the standing orders.

3.1.1. The following members of Clare College shall be eligible automatically for full membership of the MCR Society:

3.1.1.1. All resident graduate members of Clare College in *statu pupillari*, “graduate members” being those who are registered for one of the degrees described in the standing orders;

3.1.1.2. Affiliated students holding a first degree, as defined in the standing orders.

3.1.2. Associate membership may be offered to any person not eligible automatically for full membership, as defined in the standing orders.

3.1.3. All graduate members of Clare College shall be entitled to the facilities provided by Clare College in the Middle Combination Room (MCR) and financed from capitation fees, and to any other facilities also financed from capitation fees. All facilities in the MCR provided by the MCR Society are for the exclusive use of members of the MCR Society.

3.1.4. Any eligible person not wishing to be full members shall serve written notice to that effect to the President, Vice-President, Secretary or Treasurer of the MCR Society.

3.2. There shall be an annual fee for membership, which shall be determined by the MCR Society from time to time.

3.3. The Executive Committee may exclude for 12 months any member from the MCR Society whose conduct seems likely to bring the MCR Society into disrepute through interfering with the election process or whose actions intentionally disregard section 3.6 of the constitution. Such exclusion shall be subject to confirmation at the next General Meeting of the MCR Society.

3.4. Only full members of the MCR Society shall be entitled to vote at General meetings, Elections and By-elections of the MCR Society.

3.5. Only full members of the MCR Society shall constitute a quorum or be counted in the number of persons required to form a quorum.

  
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3.6. The facilities and activities provided by the MCR Society are available to all members and no specific allocations shall be made to groups or clubs within the MCR Society.

3.7. the MCR Society shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

#### **4. The Committee**

4.1. The day-to-day management of the MCR Society's affairs shall be in the hands of the Committee, which shall normally be elected as prescribed in section 5.

4.2. The Committee shall consist of executive and non-executive officers.

4.2.1. The Executive Committee shall consist of a President, Vice-President, Secretary, Junior Treasurer, two Bar Managers and two Social Secretaries, all of whom must be full members of the MCR Society. In addition there shall be a Senior Treasurer, who shall be a Fellow of Clare College. The Finance Committee of Clare College shall appoint the Senior Treasurer, after consultation with the Committee, and in agreement with the Governing Body. The Senior Treasurer shall be *ex officio* a member of the Executive Committee.

4.2.2. In order to assist the executive officers in the performance of their functions, the Committee may also consist of any such non-executive officers as are described in the standing orders. Non-executive officers must be full members of the MCR Society.

4.3. The Committee may add further non-executive officers positions to those described in section H.1 of the standing orders but any and all such newly created position must be filled by election or by-election and may not be filled by co-option.

4.4. The president shall undertake liaison with the Union of Clare Students (UCS), or shall delegate another elected member of the Committee to undertake this task.

4.5. Meetings of the Executive Committee shall be chaired as described in the standing orders. The quorum for a meeting of the Committee shall be whichever is the smaller of four or all the executive officers holding office at the time of the meeting and a written record of each meeting shall be kept.

4.6. The duties of any unfilled committee position will be assigned to either the most senior executive officer as defined by the standing orders, or such other officer as the Committee may decide by a simple majority.

#### **5. Election of the Committee**

5.1. The election, and any by-election, shall take place in accordance with the standing orders.

5.2. No member of the MCR Society may be a candidate for more than one Executive Committee position.

5.3. A committee member shall hold office until the official handover date (which shall be no earlier than the general election and no later than the end of Easter Term), or until they resign or otherwise becomes incapable of holding office, whichever is the sooner.

5.4. On the occasion of a vacancy of a position on the Committee:

5.4.1. An executive officer position shall be filled through a by-election, held in accordance with the standing orders, unless the vacancy occurs within the period three weeks prior to the general election, when no action shall be taken to fill the vacancy until the election.

  
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5.4.2. A non-executive officer position can be co-opted by a vote of a simple majority of the Committee, unless this conflicts with 4.3, and may serve until the next full election, or until a by-election is held.

## **6. General Meetings**

- 6.1. the MCR Society shall hold the following General meetings during each Academical year:
  - 6.1.1. A Budget General Meeting to be held in Michaelmas term, not later than the division of Michaelmas term;
  - 6.1.2. An Annual General Meeting (AGM) shall be held in Cambridge during Easter Full Term, not later than the Friday following the division of the term. the MCR Society's accounts shall be presented;
- 6.2. The Secretary shall inform the MCR Society of the General Meetings, giving the MCR Society at least ten days notice of a General Meeting, by posting a notice displayed in a place accessible to all members of the MCR Society and/or by communication via the MCR Society's electronic mailing list.
- 6.3. All Members, other than Associate Members, shall be entitled to attend and vote at any General Meeting.
- 6.4. An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least fifteen full members of the MCR Society. Ten days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM.
- 6.5. Motions to be presented at any General Meeting shall be proposed and supported by not less than three full members of the MCR Society. These shall be presented to the Secretary not less than three full days before the General Meeting.
- 6.6. Motions received after the deadline shall be included in a General Meeting as emergency motions if they are deemed by the Committee to be of sufficient importance not to await the next General Meeting and are supported by at least three full members.
- 6.7. Motions shall be passed by simple majority at a quorate General Meeting.
- 6.8. The Agenda for a General meeting shall be displayed in a place accessible to all members of the MCR Society and/or by communication via the MCR Society's electronic mailing list, not less than two days prior to the General Meeting.
- 6.9. No General Meeting shall be quorate unless one quarter of the full membership or twenty full members, whichever is the fewer, shall be present. Decisions taken at quorate General Meetings shall be binding on the Committee and all the members of the MCR Society.
- 6.10. A General meeting shall adhere to the rules set out in the Standing orders.

## **7. Financial matters**

- 7.1. the MCR Society shall maintain a banking account with a suitable Bank or Building Society to hold the MCR Society's funds to be called the Junior Treasurer's account.
- 7.2. It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and that the MCR Society's financial records are kept in a comprehensive and reproducible manner.

  
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7.3. The Senior Treasurer shall make arrangements for the MCR Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.

7.4. The Senior Treasurer shall not be liable for any financial debt or other obligation of the MCR Society unless he or she has personally authorised such a debt in writing.

7.5. For so long as the MCR Society shall be registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the MCR Society complies with the requirements for Registration as a University Society.

**7.6. Subscriptions and Entitlement.**

7.6.1. Payment of the annual fee will entitle members to use the facilities financed by the Junior Treasurer's account.

7.6.2. The Committee may waive the annual fee described in 3.2 for any member who is judged by them to be unable to pay due to financial hardship.

7.6.3. Unless a Clare Graduate member contacts the President, Vice-President, Secretary or Treasurer as described in section 3.1. the annual fee shall be charged to the member's College bill.

**7.7. General Financial Duties**

7.7.1. Excluding sums specifically approved by motions passed at General Meetings of the MCR Society, and excluding sums necessary to make arrangements approved by such motions, the Committee shall not incur expenditure from the Junior Treasurer's account in excess of twenty percent of the income derived from members' subscriptions paid during its term of office.

7.7.2. At the Budget General Meeting (section 6.1.1) the MCR Society shall agree a budget for the coming accounting year (section 7.8.1) and submit it to the Senior Treasurer for approval on behalf of the Governing Body of Clare College.

7.7.3. the MCR Society shall so conduct its affairs that its revenue shall be sufficient to meet the charges properly chargeable thereto, taking one year with another.

**7.8. Duties of the Junior Treasurer**

7.8.1. The retiring Junior Treasurer shall present for the approval of the AGM a statement of annual income and expenditure and the balance sheet, for the accounting year of office, defined as starting on the first day of July, relating to the Junior Treasurer's account. The statement shall include details of any donations made by the MCR Society to external organizations in the period to which it relates. The annual income and expenditure statement shall also be presented to the Senior Treasurer acting on behalf of the Governing Body of Clare College.

7.8.2. A copy of the annual income and expenditure statement and the balance sheet of the Junior Treasurer's account of the MCR Society shall be made available by the Junior Treasurer for inspection by the members of the MCR Society, not less than two days prior to the AGM.

7.8.3. The Junior Treasurer shall present termly accounts to the Senior Treasurer.

**7.9. Duties of the Senior Treasurer**

7.9.1. The Senior Treasurer shall keep and administer an account called the Senior Treasurer's Account for the funds not described in sections 3.2.

7.9.2. Any compulsory fees received by the MCR Society from or on behalf of its members shall be paid into the Senior Treasurer's Account.

  
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- 7.9.3. Expenditure from the Senior Treasurer's Account shall require authorization by one of the following:
- 7.9.3.1. a quorate General Meeting of the MCR Society;
  - 7.9.3.2. the Committee, up to a maximum in any academic year of ten percent of the income to the account for that year;
  - 7.9.3.3. the Committee and Senior Treasurer jointly, for transfers to the funds of the Union of Clare Students dedicated to expenditure on the annual estimates of that body.
- 7.9.4. The Senior Treasurer may veto any expenditure if, in their opinion:
- 7.9.4.1. it is not of long term benefit to graduate students of Clare College; or
  - 7.9.4.2. it would be of dubious legality; or
  - 7.9.4.3. it would be for a purpose not approved by the public bodies that pay some members' capitation fees; or
  - 7.9.4.4. it would violate the constitution of the MCR Society.
- 7.9.5. If a veto is applied under 7.9.4, both the Senior Treasurer and the Committee shall have the right to refer the matter to the Finance Committee for a final decision.

## **8. Affiliation to Organisations**

- 8.1. In this constitution the expression "affiliation to an external Organization" shall include any form of membership of, or formal association with, an Organization whose purposes are not confined to purposes connected with Clare College.
- 8.2. If the MCR Society decides to become affiliated to any external Organization, it shall publish to all graduate students of Clare College, and to the Governing Body of Clare College, a notice of this decision stating the name of the Organization and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the Organization.
- 8.3. the MCR Society shall publish annually to all graduate students of Clare College, and to the Governing Body of Clare College, a report stating the names of all the external organizations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organizations within the year covered by the report.
- 8.4. Upon the request of at least ten of its members, the MCR Society shall submit for the approval of its members a list of the organizations to which the MCR Society is affiliated. If at least fifteen members so require, the question of continued affiliation to any particular Organization shall be decided upon by a secret ballot at which all members are entitled to vote.

## **9. Grievances**

- 9.1. All graduate students of Clare College or groups of such students who are dissatisfied in their dealings with the MCR Society, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the MCR Society, may make a complaint to the President of the MCR Society.
- 9.2. Any appeal against the decision of the President of the MCR Society shall be made to a Fellow of Clare College nominated by the Governing Body of Clare College, who shall investigate and report to the Governing Body of Clare College on any such complaint. The Governing Body of Clare College shall have power to provide such effective remedy, if any, as they consider appropriate when a complaint is upheld.



## **10. Record of the Constitution**

- 10.1. The Senior Treasurer shall hold the original version of the Constitution together with any amendments.
- 10.2. The Committee shall hold a copy of the Constitution, which shall be accessible to any member of Clare College on request. Should the MCR Society maintain an electronic website then a copy of the Constitution shall also be available there.
- 10.3. The Executive committee of the MCR Society will sign the constitution to show they have read and will abide by the Constitution on taking office.
- 10.4. This Constitution supersedes every previous Constitution of the MCR Society.
- 10.5. Subject to the requirements of the Education Act 1994, any disagreement over the interpretation of this constitution shall be resolved by a vote of the Committee, the President having an additional casting vote in the event of a tie.
- 10.6. This Constitution shall be submitted to the Governing Body of Clare College for their approval on 2 November 2015 and for review at intervals of five years thereafter.

## **11. Changes to the Constitution**

- 11.1. The Constitution may be amended at a General Meeting.
- 11.2. The Secretary of the MCR Society shall give the MCR Society at least seven days notice of all proposed amendments to the constitution, posting a copy of the amendments clearly displayed in a place accessible to all members of the MCR Society and/or by communication via the MCR Society's electronic mailing list.
- 11.3. Voting on amendments to the constitution shall take place in accordance with the standing orders.
- 11.4. Any amendments to the constitution shall be submitted to the Governing Body of Clare College for approval, and must be in accordance of the Education Act 1994.

## **12. Standing Orders**

- 12.1. There shall be a set of standing orders to govern the conduct of:
  - 12.1.1. The election of the committee;
  - 12.1.2. By-elections;
  - 12.1.3. Proxy and postal voting;
  - 12.1.4. General meetings;
  - 12.1.5. Committee meetings;
  - 12.1.6. Full membership in the MCR Society;
  - 12.1.7. Associate membership in the MCR Society;
  - 12.1.8. Membership of the Committee.
  - 12.1.9. Usage of the Middle Combination Room
- 12.2. A copy of all standing orders shall be attached to the Constitution.
- 12.3. Changes to standing orders may be made by one of the following:
  - 12.3.1. A simple majority vote at a General meeting;
  - 12.3.2. The majority of the committee with the agreement of the Senior Treasurer, whenever, in their opinion, a delay in making such changes would be detrimental to the good governance of the MCR Society.
- 12.4. Changes made under 12.3.2 shall be reported to the next general meeting and shall not continue in force beyond that meeting unless approved by a simple majority at that meeting.

  
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12.5. The power contained in 12.3.2 shall not be used to amend standing orders F (Full Membership in the MCR Society) or G (Associate Membership in the MCR Society) or any other standing order that defines the membership of the MCR Society.

**13. Dissolution**

13.1. the MCR Society may be dissolved at a General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the MCR Society has been given to the members.

13.2. At least two thirds of those present and voting at a quorate General Meeting must vote in favour of the motion for Dissolution for it to be effective.

13.3. Voting on a motion to wind up the MCR Society shall be in accordance with standing orders.

13.4. Any motion for Dissolution of the MCR Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered Clare College Society, or to the MCR Society's Syndicate.

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## History of Changes

First written and approved: 14<sup>th</sup> February 2003

Amended: 19<sup>th</sup> May 2003

Amended: 5<sup>th</sup> May 2010

Last approval by Governing Body: 9<sup>th</sup> June 2010

Amended: 2<sup>nd</sup> November 2015



# Standing Orders

## A. Election of Committee Members

1. The General Election shall be held by secret ballot in Easter Term, not later than the first Friday after the division of Easter Term.
  - i. The Secretary shall inform the MCR Society of the General Election, giving the MCR Society at least fourteen days notice of a General Election, by posting a notice displayed in a place accessible to all members of the MCR Society and/or by communication via the MCR Society's electronic mailing list.
2. The General Election shall be organised by the Returning Officer who shall be assisted by Election officers.
  - i. The Returning Officer for the election shall be the most senior executive committee member who is not a candidate for election.
  - ii. In the event of all executive committee members being candidates the Senior Treasurer shall nominate a member of Clare College to act as Returning Officer for the election.
  - iii. Those committee members who are not candidates for election shall be the Election Officers and shall be responsible for the administration of the election, under the direction of the Returning Officer.
  - iv. The Returning Officer may appoint additional Election Officers from amongst the membership of the MCR Society.
3. Elections may either be conducted electronically via a secure website or conducted in person.
  - i. If voting in the election is being conducted electronically then the ballot may be held over a period of five days or as many days as the chosen secure website allows, commencing on the date determined under section A.1 of the standing orders.
  - ii. If voting in the election is being conducted in person, then the ballot shall be held on the date determined under section A.1 of the standing orders between 11:30am and 7:00pm in the MCR. At least two Election Officers shall be present during the entire voting period. The Election Officers shall issue one ballot paper to each voter, recording that fact on the list of members of the MCR Society.
  - iii. There shall be a separate ballot for each of the Executive offices described in section 4.2.1 of the Constitution
  - iv. Voting shall be conducted using the single transferable vote (STV) system. Candidates will appear on the ballot paper in the order in which their nominations were received, and elections for all executive committee officers will include the option to re-open nominations (RON). In the event of RON receiving the majority of votes cast in a particular ballot no candidate in that ballot shall be elected and nominations shall be re-opened. If the ballot subsequent to the re-opening of nominations is identical to the



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original ballot then there shall not be an option to re-open nominations in that ballot.

- v. If voting in the election was conducted in person then the counting of votes by the Election Officers shall take place in the presence of the candidates and the Returning Officer.
- vi. If voting in the election was conducted electronically then the counting of votes shall take place electronically under the supervision of the Returning Officer.

#### 4. Nomination

- i. A candidate for election to an executive committee position shall be proposed and seconded by full members of the MCR Society. No member shall propose or second more than one candidate for any one post. A candidate for a non-executive committee position does not require to be proposed or seconded. All nominations shall be handed to the Returning Officer, either in writing or electronically, no later than one week before the start of the election.
  - ii. Any candidate who decides to withdraw from the election shall inform the Returning Officer, either in writing or electronically, before the start of the election.
  - iii. All duly nominated candidates shall be sent confirmation of their candidate status, either in writing (via the internal College pigeon holes) or electronically, by the Returning Officer no later than six days before the start of election. This notice shall also advise each candidate standing for an executive committee position who has not done so previously to submit, at least two days before the election, a “manifesto” to be displayed in the MCR &/or communicated to members via the MCR Society’s electronic mailing list. Candidates for non-executive committee positions shall only be required to submit a manifesto if there is more than one candidate for that position.
  - iv. All full members of the MCR Society shall be entitled to vote in the General Election.
  - v. A list of members of the MCR Society eligible to vote shall be posted in the MCR by the Returning Officer not later than two weeks before the start of the election, and may be corrected by the Returning Officer at any time before the start of voting.
  - vi. Any question regarding entitlement to vote or the validity of a vote shall be resolved by the Returning Officer in the first instance, with a right of appeal to the Senior Treasurer.
5. The Returning Officer shall inform the MCR Society of the results of the General Election, not later than three days following the end of the election, by posting a notice displayed in a place accessible to all members of the MCR Society and/or by communication via the MCR Society’s electronic mailing list.
6. The new committee shall assume office on the official handover date, as determined under section 5.3 of the Constitution.

  
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7. No candidate shall interfere with the running of the election, nor shall a candidate make any improper payment, or threat to any voter. Interference will result in expulsion from the MCR Society in accordance with 3.3.
  - i. In the event of any such interference the candidate shall be disqualified from the election by the Returning Officer, who shall decide whether the matter should be reported to the Senior Treasurer.
  - ii. In the event of allegations of interference or other inappropriate behaviour by the Returning Officer or Election Officers the matter may be reported to the Senior Treasurer.

## **B. By-elections**

1. A by-election shall take place in accordance with Section A of the Standing Orders with the following exceptions:
  - i. If voting is to take place in person then a Special General Meeting shall be called at which the ballot shall be taken.
  - ii. Those Committee members who are not candidates for election shall be the Election Officers, and shall be responsible for the administration of the election, under the direction of the Returning Officer, who shall be the most senior Committee member who is not a candidate for election.

## **C. Proxy and Postal Voting**

1. If voting is to be conducted in person then any full member of the MCR Society who is unable to participate in the ballot on the date of the election by reason of being absent from Cambridge, may apply to the Returning Officer for a proxy vote not less than one week before the date of the election, nominating in writing a proxy who may vote on their behalf. If the Returning Officer is satisfied with the reason they shall inform the voter as soon as possible, but before the ballot, and the nominated proxy shall be entitled to cast a ballot on behalf of the voter.
2. If voting is to be conducted electronically then any full member of the MCR Society who is unable to vote in the ballot on the date or dates of the election by reason of not having the means to access the electronic ballot, may apply to the Returning Officer for a postal vote not less than one week before the start of the election. If the Returning Officer is satisfied with the reason they shall inform the voter as soon as possible, but before the close of the ballot, and the voter shall be entitled to submit a postal ballot, either in writing or electronically, which shall be retained by the Returning Officer and added to the total votes cast upon the conclusion of the ballot.

## **D. General Meetings**

1. The Chairperson of a General Meeting shall be the first of the following present at the start of the General Meeting:
  - i. President;
  - ii. Vice-President;
  - iii. Secretary;
  - iv. Junior Treasurer;
  - v. Either Social Secretary;
  - vi. Either Bar Manager;
  - vii. Senior Treasurer or their Nominee.

  
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2. Subject to decisions taken upon any procedural motions, the Chairperson of the General Meeting shall determine the following:
  - i. the order of speakers;
  - ii. the duration of speeches and of debates;
  - iii. when a vote shall be taken;
  - iv. when a General Meeting shall end.
3. Any procedural motion or amendment proposed by a full member and supported by three other full members present at the meeting shall be voted on, providing that it shall directly concern a matter on the Agenda. The Chairperson shall be the judge of whether a motion is valid in this respect.
4. Voting shall be by a show of hands, unless a division is requested by any full member present.
5. If, when the motion is first read, the number of full members present is not sufficient to form a quorum, a General Meeting shall be declared closed by the Chairperson.
6. The Agenda shall consist of items for discussion proposed by:
  - i. the Committee; or
  - ii. a petition presented by three full members of the MCR Society.
7. Motions shall be taken in the order of the published Agenda, unless the order is amended by the General Meeting, subject to section 6.6 of the constitution.
8. The minutes of a General Meeting shall be made available to any member on application to the Secretary, and shall be deemed to have been approved unless a member has presented a written objection to the Secretary before the next General Meeting. In the event of an objection, the objector shall be invited to attend the next meeting of the Committee, at which such amendments as the Committee see fit shall be made to the minutes.

## **E. Committee Meetings**

1. The Chairperson of a Committee Meeting shall be the first of the following present at the start of the General Meeting:
  - i. President;
  - ii. Vice-President;
  - iii. Secretary;
  - iv. Junior Treasurer
  - v. One of the Committee members present.
2. Full minutes shall be taken by the Secretary or, in their absence, by someone appointed by the officers present. The minutes will be available upon request to any member of Clare College and, if the MCR Society should maintain an electronic website then a copy of the minutes shall also be available there.
3. An inquorate Committee meeting, as defined in section 4.5 of the Constitution, may be adjourned immediately. Alternatively, the meeting may proceed as if it were quorate but full minutes shall be taken and any decisions made ratified as soon as possible by a quorate Committee meeting.
4. The Committee shall reach decisions by consensus or by a simple majority of those present. In the event of a tie an additional casting vote will be granted to the Chairperson of the meeting.

  
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5. No person shall have more than one vote, regardless of the number of officer positions held, with the exception of casting votes in the event of a tie as defined above.
6. Committee meetings shall be open to all members of the MCR Society, although the Committee may request that non-Committee members leave the room if an item under discussion is considered confidential in nature and that item may be excluded from all publicly available minutes.
7. All Committee Members shall be given adequate notice of all Committee Meetings.
8. The Committee may appoint such sub-committees as it sees fit. A sub-committee shall consist of members of the Committee, with any other person whom the sub-committee considers necessary to the performance of its functions.

### **F. Full Membership in the MCR Society**

1. Only members of Clare College who are registered for one of the following degrees shall be considered as “graduate members” and so have automatic membership in the MCR Society under section 3.1.1.1 of the Constitution:
  - i. Doctor of Philosophy (PhD), including PhD by part-time study
  - ii. Doctor of Veterinary Medicine (Vet MB)
  - iii. Bachelor of Medicine and Bachelor of Surgery (MB BChir)
  - iv. Bachelor of Music (MusB)
  - v. Master of Education (MEd)
  - vi. Master of Laws (LLM)
  - vii. Master of Letters (MLitt)
  - viii. Master of Philosophy (MPhil)
  - ix. Master of Research (MRes)
  - x. Master of Science (MSc)
  - xi. Master of Studies (MSt)
  - xii. Diploma in Economics
  - xiii. Diploma in International Law
  - xiv. Diploma in Legal Studies
  - xv. Any other University Diploma
  - xvi. Any Certificate of Postgraduate Study
  - xvii. Any Other University Certificate, including Certificate of Advanced Study in Mathematics (aka Part III Maths)
2. For the purposes of section 3.1.1.2 of the Constitution an “affiliated student” is defined as any person with an approved degree from a university other than Cambridge who is taking a Cambridge BA as a member of Clare College.
3. Full members shall have access to all facilities provided by the MCR Society and shall, subject to availability, be entitled to book a member’s ticket and guest tickets for each MCR Formal Hall and any other MCR event.

### **G. Associate Membership in the MCR Society**

1. Associate membership in the MCR Society shall be offered to:
  - i. members of Clare College in their fourth year who are acquiring a graduate degree as a consequence of continuing their undergraduate study;
  - ii. members of the Clare College Research Associate Scheme;
  - iii. any other person (e.g. visiting students) at the discretion of the Committee.

  
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2. Associate members shall have access to all facilities provided by the MCR Society and shall, subject to availability, be entitled to book a member's ticket and guest tickets for each MCR Formal Hall and any other MCR event.
3. Associate members shall not be entitled to vote at General Meetings or in elections or by-elections and may not propose motions for General Meetings or amendments to the Constitution. Associate members shall be entitled to attend and speak at General Meetings.
4. Associate members may not be candidates for election to any Committee position.
5. The following exceptions to 4.2.2 and G.4 shall apply:
  - i. Associate members who are fourth year undergraduates as defined in G.1.i above may be candidates for any non-executive Committee position.
6. Associate membership in the MCR Society does not imply membership of Clare College.

## **H. Membership of the Committee**

1. As described in section 4 of the Constitution, the Committee of the MCR Society may, in addition to the executive officers consist of such of the following non-executive officers as the Committee sees fit:
  - i. Accommodation Officer
  - ii. Computing Officer
  - iii. Exchange Officer
  - iv. First Year/ Master's Officer
  - v. Fourth Year Officer
  - vi. Clareity President
  - vii. Green Officer
  - viii. Lesbian, Gay, Bisexual and Transgender (LGBT+) Welfare Officer
  - ix. Library Officer
  - x. Mature Students Officer
  - xi. Punts Officer
  - xii. Male Welfare Officer
  - xiii. Female Welfare Officers
  - xiv. Sports Officer
  - xv. St. Regis Officer
2. Ordinarily all non-executive officers shall be expected to attend, and entitled to vote at, meetings of the Committee. The Committee may, at its discretion and at the request of the non-executive officer, agree that a particular non-executive position may be excused from attending all committee meetings, unless requested by the committee to attend, or report to, specific meetings. Non-executive officers such appointed may not vote at any meetings they attend.
3. No member of the MCR Society may be a candidate for, or hold, more than one executive officer position. However, a member of the MCR Society may hold more than one non-executive position, or an executive position and a non-executive position, to a maximum of 2.



  
**Clare College Graduate Society Constitution**

**I. Usage of the Middle Combination Room**

1. the MCR Society will hold a set of policies governing the conduct of members within the MCR and for usage of MCR facilities. Members found to repeatedly ignore these policies will be reported to the College.
2. The policies will be visible in the MCR and available upon request to any member of Clare College. If the MCR Society should maintain an electronic website then a copy of the policies shall also be available there.
3. Changes to MCR usage policies may be made by one of the following:
  - i. A simple majority vote at a General meeting;
  - ii. The majority of the committee with the agreement of the Senior Treasurer, whenever, in their opinion, a delay in making such changes would be detrimental to the good governance of the MCR Society.
4. Changes made under I.3 shall be reported to the next general meeting and shall not continue in force beyond that meeting unless approved at that meeting.